



DESCRIPTION: RE-ADVERTISEMENT OF TENDER FOR APPOINTMENT OF PHYSICAL SECURITY SERVICES FOR NYDA CENTERS OVER A PERIOD OF ONE YEAR (12 MONTHS).

TENDER NUMBER: RFP2026/07/NYDA

**NATIONAL YOUTH DEVELOPMENT AGENCY (NYDA)
7 NAIVASHA ROAD
SUNNINGHILL
2191**

Contact Name: Mr. Mlungisi Xulu
Email: tenders@nyda.gov.za

Name of Tenderer:

.....

This tender closes at 11:00 am on the 3rd of November 2026 at the offices of the NYDA Head Office.
7 NAIVASHA ROAD, SUNNINGHILL, 2191, NYDA Building

Briefing Session on 15 October 2026 @ 10:00 am:

Link to meeting, Join:

<https://teams.microsoft.com/join/326084291278913?p=NOinhbGHVHnnOsjU4C>

LATE SUBMISSIONS WILL NOT BE ACCEPTED BY THE NYDA

National Youth Development Agency (NYDA)

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A. TENDER NOTICE AND INVITATION TO TENDER

READVERTISEMENT OF TENDER FOR APPOINTMENT OF PHYSICAL SECURITY SERVICES FOR NYDA CENTERS OVER A PERIOD OF ONE YEAR (12 MONTHS). RFP2026/07/NYDA

The National Youth Development Agency invites service providers to tender for appointment of physical security services for NYDA Centres over a period of one year (12 months).

Tender documents are available for download on the NYDA website: www.nyda.gov.za and e-Tenders.

Evaluation Method: Four-stage evaluation –

1. Administrative Compliance.
2. Functionality
3. Site inspection
4. Price and Specific Goals

A compulsory briefing session will be held as follows:

Microsoft Teams: Online on 15 September 2026 at 10:00

Venue: Online (Microsoft Teams/TeamViewer)

Join: <https://teams.microsoft.com/meet/326084291278913?p=NOinhbGHVHnnOsjU4C>

Queries relating to the issue of these documents or technical enquiries may be addressed to Mr. Mlungisi Xulu via e-mail: tenders@nyda.gov.za.

Tenders may only be submitted on the tender documentation that is issued by NYDA.

The tenders must be inserted into the Tender Box available at the Reception Area of NYDA Head Office, **7 NAIVASH ROAD, SUNNINGHILL, 2072** by 11:00 am on the 3rd of November 2026. Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted.

NB: NYDA reserves the right to cancel this tender without prior notice and not to appoint any service provider.

**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NATIONAL YOUTH DEVELOPMENT AGENCY)					
BID NUMBER:	RFP2026/07/NYDA	CLOSING DATE:	3 November 2026	CLOSING TIME:	11:00 am
DESCRIPTION	APPOINTMENT OF PHYSICAL SECURITY SERVICES FOR NYDA CENTERS OVER A PERIOD OF ONE (1) YEAR (12 MONTHS).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NATIONAL YOUTH DEVELOPMENT AGENCY					
7 NAIVASHA ROAD					
SUNNINGHILL					
NYDA BUILDING					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mlungisi Xulu	CONTACT PERSON	Mlungisi Xulu		
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	tenders@nyda.gov.za	E-MAIL ADDRESS	tenders@nyda.gov.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART THE QUESTION BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

• BID SUBMISSION:

- BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

• TAX COMPLIANCE REQUIREMENTS

- BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

B. NYDA BACKGROUND AND INTRODUCTION

The National Youth Development Agency (NYDA) is a South African-based agency established primarily to tackle challenges that the nation's youth are faced with. The NYDA was established by an Act of Parliament, Act No. 54 of 2008. The institution was established as a single, unitary structure, established to address youth development issues at the national, Provincial and Local government level. The existence of the NYDA should be located within the broad context of South Africa's development dynamics. Like many developing countries, South Africa has a large population of youth, those between the ages of 14-35. Given the youthful nature of the South African population, many of the socio-economic challenges faced by the nation, i.e., poverty, inequality, joblessness, poor health, etc., are borne by the youth. The gravity of the challenges South Africa is faced with requires multi-pronged efforts that simultaneously promote the development of sustainable livelihoods, reduce poverty, inequality and prioritise the development of policies which create an enabling environment for youth development.

The NYDA plays a lead role in ensuring that all major stakeholders, i.e., government, private sector, and civil society, prioritise youth development and contribute towards identifying and implementing lasting solutions which address youth development challenges. Furthermore, the NYDA designs and implements programmes aimed at improving lives and opportunities available to youth. These programmes could be clustered as follows:

At an individual level (Micro level), the NYDA provides direct services to youth in the form of information provision, mentorship, skills development & training, entrepreneurial development & support, health awareness programmes and involvement in youth initiatives. At a community level (Meso Level), the NYDA encourages young people to be catalysts for change in their communities through involvement in community development activities, social cohesion activities and national youth service programmes and dialogue.

At a Provincial and National level (Macro Level), through its policy development, partnerships and research programmes, the NYDA facilitates the participation of youth in developing key policy inputs, which shape the socio-economic landscape of South Africa.

The National Youth Development Agency derives its mandate from the legislative frameworks, including the NYDA Act (54 of 2008/Amendment Act 11 of 2024), the National Youth Policy (2030) and approved integrated Youth Development Strategy (IYDS) as adopted by the President in July 2022. The NYDA activities could be summarized as follows:

- Lobby and advocate for integration and mainstreaming of youth development in all spheres of government, private sector and civil society
- Initiate, implement, facilitate and coordinate youth development programmes
- Monitor and evaluate youth development interventions across the board and mobilise youth for active participation in civil society engagements

C. TENDER DATA AND CONDITIONS OF TENDER

The Conditions of Tender are the General Conditions of Contract issued by the National Treasury. The purpose of the Conditions is to:

- 14 Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- 15 To ensure that bidders are familiar with the rights and obligations of all parties involved in doing business with government.

The Standard Conditions of Tender make several references to the Tender Data which specifically applies to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender. Each item of Tender Data given below is cross-referenced to the relevant clause in the standard Conditions of Tender.

Clause Number	Clause Heading	Data / Wording
1.1	The Employer is:	The Employer is: National Youth Development Agency (NYDA) 7 NAIVASHA ROAD, 2191. SUNNINGHILL,
1.2	Employer's Agent is:	Mr Mlungisi Xulu Tel: (087) 158 5718 E-mail: tenders@nyda.gov.za
1.3	Eligibility	Bidders who do not meet the requirements below will be immediately disqualified from the bidding process. The National Youth Development Agency reserves the right to reject non-responsive bids, including, without limitation, bids which contain the following defects: • Late or incomplete bids; • Failure to conform to the rules or requirements contained in the Tender, including the proposal format; • Proof of collusion among Bidders, in which case all proposals involved in the collusive action will be rejected; and • Noncompliance with applicable law, unauthorized additions or deletions, conditional bids, incomplete bids, or irregularities of any kind which may tend to make the bid incomplete, indefinite or ambiguous as to its meaning. Joint Ventures / Consortiums are eligible to submit tenders provided that: • Where bids are consortia / Joint ventures / S-contractors are involved, each party must submit a separate TCS certificate / PIN / CSD number; • A Joint Venture Agreement is signed by the JV Partners and attached to this tender document; • A Joint Venture / Consortium must also submit a Joint Venture BBBEE Rating Certificate.
1.4	Clarification Meeting	A compulsory briefing session will be held online on the @10:00 am via Microsoft Teams on 15 October 2026. Join: https://teams.microsoft.com/meet/326084291278913?p=NOinhbGHVHnnOsjU4C
1.5	Returnable Documents	Tenderers to submit fully completed and signed returnable documents as stipulated. Tenders must only be submitted on original tender documentation which is issued by the NYDA.

1.6	Number of copies of tender offers to be submitted to the Employer	The returnable part of the tender offer communicated on paper shall be submitted as an original and USB soft copy version of the original.
1.7	Sealing and Delivery of tender offers	The NYDA's address for delivery of tender offers and identification details to be shown on each tender offer package are: Location of tender box: National Youth Development Agency (NYDA) Head Office, 7 NAIVASHA ROAD, 21. SUNNINGHILL, NYDA Building. Identification details: APPOINTMENT OF PHYSICAL SECURITY SERVICES FOR NYDA CENTERS OVER A PERIOD OF ONE (1) YEAR (12 MONTHS). RFP2026/07/NYDA
1.8	Closing time of tender offers	The closing time for submission of proposals is 11:00 am on the 3rd of November 2026 as stated on SBD 1 form (Invitation to tender).
1.9	Tender offer validity	The tender offer validity period is 120 days
1.10	Two-Envelope System	A two-envelope system will not be followed.

TERMS OF REFERENCE FOR READVERTISEMENT OF TENDER FOR APPOINTMENT OF PHYSICAL SECURITY SERVICES FOR NYDA CENTERS OVER A PERIOD OF ONE (1) YEAR (12 MONTHS).

1. PURPOSE AND OBJECTIVES OF THIS SUBMISSION

The National Youth Development Agency, hereafter referred to as NYDA, is currently located at 7 Naivasha Road, Sunninghill, as its Head Office. We are committed to ensuring a high-performance working environment and quality of work life within a conducive environment by providing security systems to our buildings.

The National Youth Development Agency invites suitably qualified Service Providers with a National Footprint in all nine provinces of South Africa to submit proposals for the provision of physical security services for access control as detailed in this request for a period of one (1) year for the Centres.

It is crucial for NYDA facilities management to ensure that the buildings are secured in accordance with the Access Control to Premises and Vehicle Act, 53 of 1985, and the Minimum Physical Security Standards (MPSS) which are applicable in the Public Service.

2. LEGAL FRAMEWORK

The service provider shall be familiar with and comply with the relevant Legislation governing the provision of security services as set forth herein while delivering such services.:

- The Private Security Regulatory Authority Act. 56 of 2001;

- The Control of Access to Public Premises and Motor Vehicles Act. 53 of 1985;
- The Criminal Procedure Act. 51 of 1977, as amended;
- The Criminal Law Amendment Act. 59 of 1983;
- The Occupational Health and Safety Act. 85 of 1993;
- Prevention and Combating of Corrupt Activities Act, 12 of 2004; • Basic Conditions of Employment Act 55 of 1998

3. CORE SERVICE AND PROPOSAL REQUIREMENTS

The Service Provider will be required to submit a detailed proposal covering, at minimum, the following service components:

3.1 Guarding Security Services

The Service Provider shall provide guarding security services at NYDA buildings, offices, and parking areas. Services shall include, but not be limited to:

- Enforcement of strict access control measures for personnel, visitors, and vehicles
- Conducting routine and ad hoc physical patrols (internal and perimeter)
- Stop-and-search procedures where necessary and in line with lawful authority
- Detection, prevention, and reporting of suspicious activities
- Investigation and immediate response to fires, security incidents, and emergencies
- Management of emergencies, including evacuation of personnel to safe locations
- Protection of NYDA assets, infrastructure, staff, and visitors at all times

3.2 Control Room Operations

The bidder must operate a fully functional and operational 24/7 control room capable of:

- Providing continuous communication between manned posts, patrol vehicles, and control room operators
- Dispatching security personnel and rapid response units
- Monitoring incidents, alarms, and site activities in real time
- Maintaining incident, dispatch, and patrol logs
- Ensuring effective escalation procedures for emergencies

3.3 Reporting Requirements

The bidder must submit provincial monthly security reports for each NYDA centre, which must include:

- Incident and occurrence summaries
- Staffing and deployment status
- Risk observations and mitigation actions
- Access control and patrol statistics
- Operational challenges and recommendations
- Tactical and response activity reports (where applicable)

3.4 Company Experience and References

The bidder must provide at least five (5) signed positive reference letters from existing or previous clients not older than ten (10) years.

Each letter must include:

- Description of services rendered
- Physical address where services were provided
- Client name and organisation
- Contact person details (name, telephone number, and email)
- Contract value
- Duration of contract
- Level of satisfaction and performance confirmation

These references must be verifiable, and the NYDA reserves the right to contact referees.

3.5 PHYSICAL SECURITY SERVICES (DAY AND NIGHT COVERAGE)

The Service Provider must be able deliver security services on both day and night basis as and when required. This service will be billed according to the area required.

- Inland day services (4 centres)
- Inland night services (22 centres)
- Coastal day services (4 centres)
- Coastal night services (20 centres)

Services shall include guarding, patrols, monitoring, and incident response.

3.6 ARMED RESPONSE CAPABILITY

The Service Provider must provide a fully operational armed response service, including:

- 24/7-armed response availability
- Licensed and PSIRA-compliant armed officers
- Rapid deployment teams with defined response times
- Coordination with the South African Police Service (SAPS)
- Compliance with firearm legislation and safety protocols

3.7 SECURITY VEHICLE AND MOBILITY CAPABILITY

The Service Provider must provide a fully functional fleet of security vehicles, including:

- Patrol vehicles for routine site coverage
- Rapid response vehicles for emergencies
- GPS tracking and real-time monitoring systems
- Two-way communication systems linked to control room
- Supervisory vehicles for inspections and compliance checks
- Clearly defined patrol schedules and coverage routes
- Maintenance and roadworthiness assurance for all vehicles

3.8 COMMUNICATION SYSTEMS

The Service Provider must ensure integrated communication systems across all operations, including:

- Radio communication (PTT/base and handheld devices)
- Control room to vehicle and site communication
- Emergency escalation protocols
- 24/7 operational connectivity

3.9 CONFIDENTIALITY AND INFORMATION SECURITY

All information relating to the NYDA, its operations, personnel, and Protected Persons shall be treated as strictly confidential.

Disclosure to any third party is strictly prohibited unless prior written approval is obtained from the NYDA or required by law

4. DURATION OF CONTRACT

This Agreement shall commence on the Effective Date and shall remain in force for a period of one (1) year, subject to the terms and conditions of the NYDA, unless terminated earlier in accordance with the provisions of this Agreement

5. SEGMENTATION OF REGIONS AND LOCATIONS

The tender shall be segmented into regions. The NYDA Centres are classified into two (2) categories, namely Inland and Coastal Centres. Security services are to be provided at the following NYDA Centres:

Service Provider for Lot 1 – Inland Provincial Region		
No.	Office	Location
<u>NYDA: Gauteng</u>		
1	Johannesburg	112 Main Street, 3rd Floor, Marshalltown, Johannesburg
2	West Rand	3 Sutherland Street Randfontein
3	Sedibeng	MLM Building, 1st Floor, Cnr. Kruger Avenue and Edward Street, Vereeniging
4	Tshwane Branch	252 Thabo Sehume Street, Ground Floor, Middestad Mall
<u>NYDA: Limpopo</u>		
5	Polokwane	33 Biccard Street, Polokwane
6	Thulamela	Thulamela Information Centre, Punda Maria Road, Thulamela
7	Tzaneen	21C Peace Tzaneen
8	Waterberg	11 Jourdan Street, Mollies Building, Thabazimbi
<u>NYDA: North-west</u>		
9	Rustenburg	39 Heystek Street; Next to SARS, Rustenburg
10	Dr RS Mompoti	SEDA Offices, No. 8 Moffat Street, Vryburg
11	Dr KK Kaunda	Stand No. 8 Metro Park, 71 Boom Street, Klerksdorp Central, Klerksdorp
<u>NYDA: Mpumalanga</u>		
12	Mbombela Branch	ABSA Square, 20 Paul Kruger St, 5 th Floor, Mbombela
13	Secunda Branch	Kiwiet Office Park, Block D (3rd Door), Secunda, 2302

14	Bohlabelo	Thulamahashe Municipality Office, Old Thulamahashe Road Next to Mhala Magistrate Court, Thulamahashe
15	Emalahleni Branch	22 Beatty Street, Emalahleni
<u>NYDA Free State</u>		
16	Bloemfontein	GF Shop 125, Sanlam Plaza, Cnr Maitland and East Burger Street, Bloemfontein, 9301 (to be confirmed)
17	Thabo Mofutsanyane-Bethlehem	Lamond Road, New Hall, Bohlokong Youth Centre, Bethlehem
18	Lejweleputswa	Lejweleputswa ICT HUB, Volks Road, Welkom City Centre
COASTAL		
<u>NYDA: Northern Cape</u>		
1	Kimberly	2 nd Floor Perm Building, Cnr Phakamile Mabija Street and Du Toit Span Road, Kimberley
2	John Taolo Gaetsewe District	4 Federale Mynbou St, Kuruman
<u>NYDA: Eastern Cape</u>		
3	Port Elizabeth	Ground floor, Kwantu Towers, Govan Mbeki Avenue,
4	Umtata	Myezo House, Nelson Mandela Drive, Mthatha
5	Alfred Nzo	Ingwe TVET College– Administration Block, Mount Frere, Eastern Cape
6	Sarah Baartman	57 Voortrekker Road, Alexandria
7	East London	(Old Jet Building), Corner Caxton and Oxford Street, East London
8	Chris Hani	79 Livingstone Street, Queenstown
<u>NYDA: Western Cape</u>		
9	Cape Town	271 Victoria Road, 1 st Floor, Salt River, Cape Town
10	George	86 Mitchell Street, George Central, George
<u>NYDA: Kwa-Zulu Natal</u>		
11	Durban	71 Victoria Embankment, 15 th Floor, Durban
12	Empangeni	Cnr. Main & 44 Turnbull Street, Old Zikhulise Building, Empangeni
13	uThukela	25 Keate Street, Ladysmith
14	Ugu	22 Price Street, Port Shepstone
15	Umkhanyakude	uMfolozi TVET College, E-Learning and Library Building – Block C Bhambanana Area, Road P522/2, Jozini

16	Umgungundlovu	Tourism Center, 1 st Floor, 283 Langalibalele Street, Pietermaritzburg
17	Harry Gwala	Esayidi TVET College, uMzimkhulu Campus, uMzimkhulu

6. ACCESS CONTROL MEASURE

The Service Provider shall take all reasonable and necessary steps to safeguard the premises and/or vehicles, as well as the contents thereof and all persons therein or thereon. Such safeguarding shall be implemented through effective access control measures in accordance with the Control of Access to Public Premises Act 53 of 1985.

Access control measures shall include, but not be limited to, the monitoring and control of entry and exit points, as well as the securing of parking areas and the building perimeter.

The Service Provider shall provide the NYDA with the required number of unarmed security officers, as specified in the table below.

Lot 2 – Coastal Provincial Region.						
No.	BRANCH	POST	NO OF OFFICERS	GRADE	DAY-SHIFT	DAYS PER WEEK
1.	Tshwane	Reception Entrance	1 male 1 female	C	07h00 To 18h00	5
2.	Johannesburg	Reception Entrance	1 male 1 female	C	07h00 To 18h00	5
3.	Sedibeng	Reception Entrance	1 male 1 female	C	07h00 To 18h00	5
4.	West Rand	Reception Entrance	1 male 1 female	C	07h00 To 18h00	5
5	Thohoyandou	Reception Entrance	1 male 1 female	C	07h00 To 18h00	5
6	Polokwane	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
7	Tzaneen	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
8	Waterberg	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5

9.	Rustenburg	Reception Entrance	1 male 1 female	C	07h00 To 18h00	5
10	Dr RS Mompoti	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
11.	Dr KK Kaunda	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
12.	Nelspruit	Reception Entrance	1 male 1 female	C	07h00 to 18h00	5
13.	Secuda	Reception Entrance	1 male 1 female	C	07h00 to 18h00	5
14.	Witbank	Reception Entrance	1 female 1 male	C	07h00 to 18h00	5
15.	Bohlabelo	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
16.	Bloemfontein	Reception Entrance	1 female 1 male	C	07h00 to 18h00	5
17.	Thabo Mofutsanyane - Bethlehem	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
18.	Lejweleputswa	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
COASTAL						
1	Kimberly	Reception Entrance	1 female 1 male	C	07h00 to 18h00	5
2	John Taolo Gaetsewe - Kuruman	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
3	Port Elizabeth	Reception Entrance	1 female 1 male	C	07h00 to 18h00	5
4	East London	Reception Entrance	2 females 2 males	C	07h00 to 18h00	7

5	OR Tambo	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
6	Alfred Nzo	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
7	Sarah Baartman	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
8	Chris Hani	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
9	Cape Town	Reception Entrance	1 female 1 male	C	07h00 to 18h00	5
10	George	Reception Entrance	1 female 1 male	C	07h00 To18h00	5
11	Durban	Reception Entrance	1 female 1 male	C	07h00 to 18h00	5
12	Empangeni	Reception Entrance	1 female 1 male	C	07h00 to 18h00	5
13	Uthukela	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
14	Ugu	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
15	Umkhanyakude	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
16	Umgungundlovu	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5
17	Harry Gwala	Reception Entrance	1 female 1 male	C	07h00 To 18h00	5

7. DETAILED REQUIREMENTS

7.1 Security Officers (Unarmed)

7.1.1 Security officers must be at least eighteen (18) years of age as per PSIRA requirements

7.1.2 Security officers must possess, at a minimum, a Grade 10 or Senior Certificate qualification.

7.1.3 Security officers deployed on-site must hold a valid Grade C qualification issued by the Private Security Industry Regulatory Authority (PSIRA) and have completed training at an accredited training centre

7.1.4 Be a permanent resident of South Africa,

7.1.5 Not have committed any of the scheduled criminal offenses listed in the Private Security Industry Regulation Act,

7.2 The Service Provider shall, at own cost, submit a valid and recent clearance certificate issued by the South African Police Service (SAPS) in respect of each security officer deployed. Such certificates must be submitted to the NYDA Manager: Facilities and Security within fourteen (14) working days from the commencement of services.

7.3 All security officers must be trained in accordance with the standards prescribed by the Private Security Industry Regulatory Authority (PSIRA) and must have received such training from a PSIRA-accredited training centre. Security officers must demonstrate a working knowledge and ability to implement the provisions of the Control of Access to Public Premises Act, No. 53 of 1985.

7.4 Security officers must possess effective communication skills, including the ability to interact professionally with NYDA personnel and clients. They must also demonstrate proficiency in the use of handheld radio communication devices.

8. PUBLIC LIABILITY COVER

The bidder must provide proof of valid public liability insurance cover to a minimum value of five million rand (R5,000,000). Such proof must be certified and will be subject to verification during the tender evaluation process and again prior to the commencement of services.

9. ASSUMPTION OF DUTIES

The Service Provider must be ready and, in a position, to assume duties as determined by the NYDA with the successful bidder.

10. MAXIMUM HOURS

No security personnel shall be permitted to work shifts exceeding twelve (12) hours within any 24-hour period.

11. MINIMUM WAGES

The Service Provider shall remunerate its employees in accordance with the applicable minimum wage as prescribed by law, including the latest Sectoral Determination for the Private Security Sector in South Africa, as amended from time to time.

9. PROJECT IMPLEMENTATION PLAN

The Service Provider shall implement a comprehensive security service delivery model based on proven methodologies and best practices. The implementation plan must ensure a seamless transition, operational continuity, consistent service quality, and proactive risk management across all NYDA sites.

9.1 Security Risk Assessment

The Service Provider shall conduct a comprehensive security risk assessment at each NYDA site within the first **fourteen (14) days** of project inception. The assessment shall include, but not be limited to:

- Identification of site-specific threats, vulnerabilities, and risks
- Evaluation of existing security measures and gaps
- Perimeter security analysis (fencing, access points, lighting, parking areas)
- Access control systems and procedures
- Review of incident history and crime trends in surrounding areas
- Staff and visitor movement patterns
- Emergency preparedness and evacuation procedures

A detailed risk assessment report shall be submitted to NYDA, including:

- Risk ratings (low, medium, high)
- Recommended mitigation strategies
- Site-specific security plans and Standard Operating Procedures (SOPs)

9.2 Deployment Plan on Assumption of Duty

The Service Provider shall implement a phased and structured deployment plan to ensure full operational readiness by the commencement date, with minimal disruption to NYDA operations. The plan shall include:

- Pre-deployment site inspections and verification
- Allocation of suitably qualified and vetted security personnel per site
- Shift scheduling in compliance with labour regulations
- On-site induction and briefing of all security personnel
- Handover process (where applicable) from the incumbent service provider
- Deployment of supervisors to oversee operations during the transition phase
- Immediate implementation of access control and patrol procedures

9.3 Weekly Progress Reporting

The Service Provider shall submit weekly progress reports to the NYDA. Reports must include:

- Guard attendance registers and deployment schedules
- Site inspection and audit findings
- Security equipment status (e.g., radios, torches, access control systems)
- Visitor registers and access control logs
- Incident and occurrence reports
- Supervisor inspection reports
- Corrective actions taken on identified issues

9.4 Monthly Progress Reporting

Monthly reports shall provide a consolidated and analytical overview of operations, including:

- Performance evaluations against agreed Service Level Agreements (SLAs)
- Updated site risk assessments and mitigation actions
- Summary of incidents and trend analysis
- Any changes in personnel deployment or site requirements
- Feedback from NYDA site management
- Training conducted and competency assessments
- Compliance with Private Security Industry Regulatory Authority (PSIRA) requirements

9.5 Contingency Plan

The Service Provider shall submit a robust contingency framework to ensure uninterrupted service delivery under all circumstances. The plan shall include:

- Backup personnel arrangements and relief staff availability
- Standby supervisors and rapid response teams
- Equipment redundancy plans
- Communication escalation protocols
- Business continuity measures in the event of system failures or disruptions
- Coordination with emergency services and law enforcement

9.6 Industrial Action / Labour Disputes

The Service Provider must demonstrate the ability to mitigate risks associated with labour disruptions, including:

- **Internal Strike (Own Security Personnel):**
 - Deployment of replacement personnel from alternate regions
 - Use of management and supervisory staff as interim support
 - Engagement strategies to resolve disputes promptly
- **Strike by NYDA Personnel:**
 - Enhanced access control and perimeter security
 - Protection of assets and facilities
 - Crowd monitoring and incident prevention
- **Local Community Strike / Protest Action:**
 - Intelligence gathering and early warning systems
 - Coordination with local authorities and the South African Police Service (SAPS)
 - Implementation of crowd control measures and site lockdown procedures where necessary

9.7 Emergency Situations

The Service Provider shall develop and implement detailed emergency response plans, including:

- **Bomb Threat / Suspicious Parcel:**
 - Immediate area isolation and evacuation procedures
 - Notification protocols (SAPS and bomb disposal units)
 - Search procedures and incident documentation
- **Natural Disasters (e.g., floods, fires, storms):**
 - Evacuation and assembly point management
 - Protection of critical assets and infrastructure
 - Coordination with emergency response services
 - Post-incident recovery and site security stabilization

10. OATH OF SECRECY

10.1 All security personnel, as well as the Service Provider's management involved in the delivery of services to the NYDA, shall, upon commencement of this Agreement, sign an Oath of Secrecy declaration. Such declarations must be submitted to the NYDA Senior Manager: Business Performance and Manager: Facility Management

10.2 All supervisors and security officers shall sign a formal undertaking confirming that they will refrain from any act or omission that may be detrimental to the interests, operations, or reputation of the NYDA.

10.3 Supervisors and security officers are strictly prohibited from accessing, reading, copying, or interfering with any documents, records, or information within NYDA offices, unless such access is required in the execution of their official duties and expressly authorized.

10.4 The Service Provider and its employees shall not disclose, publish, or communicate any information relating to the NYDA, its operations, personnel, or activities to any third party, including the public or media, without prior written consent from the NYDA, unless such disclosure is required by law.

11. SECURITY VETTING

The Service Provider, including its directors, management, and all personnel proposed for deployment, may be subjected to the NYDA's screening and vetting processes prior to the award of the contract and, where applicable, during the contract period.

Failure or refusal to comply with such vetting requirements, or failure to meet the required vetting standards, may result in disqualification from the tender process or termination of the contract with immediate effect **12.**

GENERAL REQUIREMENTS FOR SECURITY OFFICERS

12.1 Conduct and Professionalism

12.1.1 Security officers must always present a professional image and maintain an acceptable standard of appearance while on duty. This includes refraining from sitting idly, smoking, eating, or drinking while attending to members of the public, staff, or visitors.

12.1.2 Supervisors and security officers must display a professional, respectful, and service-oriented attitude always. No unnecessary arguments, confrontations, or discourteous behaviour towards clients, staff, or visitors will be tolerated.

12.1.3 All personnel must be physically fit, medically sound, and capable of performing their assigned duties effectively.

12.2 Operational Requirements

The Service Provider shall clearly define and implement the following:

12.2.1 A detailed execution plan outlining how security services will be performed at all NYDA sites, including patrol procedures, access control, and incident response.

12.2.2 A uniform issuance schedule covering a twelve (12)-month period, ensuring all personnel are adequately equipped.

12.2.3 A structured annual training plan, detailing when and how security officers will receive training, refresher courses, and upskilling.

12.2.4 Quarterly compliance reports, including proof of statutory payments and obligations such as UIF, COID/WCA, provident fund contributions, and copies of employee payslips for all deployed officers.

12.2.5 A leave management plan indicating when officers will take leave and how relief or standby personnel will be deployed to ensure uninterrupted service.

12.2.6 A detailed duty roster for all security personnel, clearly indicating shifts, deployment locations, and supervisory structures.

12.2.7 Any replacement or exchange of security personnel shall require prior written approval from the NYDA Facility Manager or Senior Manager Business Performance, with at least twenty-four (24) hours' notice, except in emergencies.

13. SECURITY OFFICER RECORDS

13.1 The Service Provider shall maintain complete and accurate personnel records for all security officers deployed to NYDA sites. These records must be available for inspection at any time.

13.2 Such records shall include, but not be limited to:

- Proof of Grade C classification
- Certified copies of training certificates
- Proof of registration with the Private Security Industry Regulatory Authority (PSIRA) • Employment records and contracts

- Monthly payroll records and proof of wages paid

14. SECURITY AIDS AND EQUIPMENT

14.1 The Service Provider shall, at its own cost, provide and maintain all required security equipment and registers on-site, including but not limited to:

- Occurrence Book (OB)
- Access Control Registers
- NYDA Vehicle Register
- Mail Receipt Register
- Removal Permit Register
- Firearm Register (where applicable)
- Security Duty Roster
- Duty/Post Assignment Sheets

14.2 The following equipment must be provided and maintained in good working condition:

- Handheld radios (where applicable)
- Torches (for night shifts)
- Pocketbooks and pens
- Whistles
- Handcuffs
- Batons

15. SECURITY UNIFORM

15.1 The Service Provider shall supply all uniforms at its own cost. Under no circumstances may the cost of uniforms be deducted from employees.

15.2 Each security officer shall be issued with, at a minimum, the following uniform items annually:

- Two (2) pairs of socks
- Two (2) pairs of shoes
- Two (2) pairs of trousers/skirts
- Four (4) shirts/blouses
- Two (2) ties
- One (1) blazer
- Two (2) pullovers

15.3 All uniforms must be clean, well-maintained, and compliant with industry standards and regulations. **16.**

REGISTRATION AND STATUTORY REQUIREMENTS

16.1 The Service Provider must submit the following valid registrations and proof of good standing with its bid:

- Registration with the Compensation Fund in terms of COIDA
- Registration with the Unemployment Insurance Fund (UIF)
- Registration with the Private Security Industry Regulatory Authority (PSIRA)

16.2 The Service Provider must be duly registered with the Private Security Industry Regulatory Authority (PSIRA), and proof of such registration must be submitted with the bid.

16.3 All security officers deployed must be individually registered with the Private Security Industry Regulatory Authority (PSIRA) and must maintain valid and active registration status for the duration of the contract.

17. SUBMISSION REQUIREMENTS

17.1 Submission Format

17.1.1 Bidders must submit one (1) original hard copy of the proposal, clearly marked “**Original**”, together with one (1) electronic copy on a USB device containing the full submission.

17.1.2 Bidders must ensure that there are no discrepancies between the hard copy and electronic submission. The NYDA reserves the right to reject any submission where discrepancies are identified.

17.2 Packaging and Labelling

17.2.1 Each submission must be sealed in an envelope clearly marked with the following information:

- **Description:** APPOINTMENT OF PHYSICAL SECURITY SERVICES FOR NYDA CENTRES OVER A PERIOD OF ONE (1) YEAR (12 MONTHS)
- **Tender Number:** RFP2026/07/NYDA
- **Marking:** “ORIGINAL” and “SOFT COPY (USB).”

17.3 Method of Submission

17.3.1 Submissions sent via fax, telex, or electronic mail will not be accepted.

17.3.2 All submissions must be hand-delivered and deposited in the official tender box located at: NYDA Head Office
7 Naivasha Road
Sunninghill
Johannesburg

17.3.3 The tender box is accessible during working hours, between 08h00 and 17h00 on weekdays.

17.4 Closing Date and Late Submissions

17.4.1 Bidders must ensure that submissions are received on or before the closing date and time as specified in the tender advertisement.

17.4.2 Any submission received after the stipulated closing date and time will be regarded as late and will not be considered.

17.4.3 Bidders are strongly advised to dispatch their submissions well in advance to accommodate any unforeseen delays.

17.5 Ownership of Submissions

17.5.1 All submissions received by the NYDA shall become the property of the NYDA and will not be returned to the bidder.

17.6 Communication of Outcomes

17.6.1 Bidders will be notified in writing of the outcome of the tender process upon its conclusion.

18. PROPOSAL CONTENT

The bidder's proposal must be comprehensive and clearly demonstrate capacity to deliver integrated physical security services, including unarmed and armed guarding and security risk management. The proposal must align with industry best practices and applicable regulatory standards.

18.1 Company Experience and References

18.1.1 The bidder must provide verifiable reference letters from current and/or previous clients confirming successful delivery of similar security services.

18.1.2 The bidder must demonstrate a minimum of five (5) years' experience in the security services industry, including:

- Physical guarding services
- Armed and unarmed security response capability
- Security operation

18.1.3 Supporting documentation must be provided as proof of experience and capacity to deliver the required services.

18.2 Key Personnel (Team Leaders and Supervisors)

18.2.1 Team Leaders and Supervisors must hold a minimum of Grade A or Grade B certification issued by the Private Security Industry Regulatory Authority (PSIRA).

18.2.2 Such personnel must have at least five (5) years' proven experience in a supervisory or leadership role within the security industry.

18.2.3 Detailed CVs and proof of qualifications must be included in the submission.

18.3 Technical Proposal

The technical proposal must provide a detailed methodology on how the bidder will deliver the required services and must include the following components:

18.3.1 Security Risk Assessment

A comprehensive approach to risk management, including:

- Identification of threats, vulnerabilities, and risks
- Safeguarding of assets, personnel, and infrastructure
- Risk analysis and prioritisation
- Development and implementation of mitigation measures
- Continuous monitoring and evaluation of risks
- Documentation and reporting of findings
- Alignment with recognised risk management principles)

18.3.2 Physical Security and Access Control

- Manned guarding strategy and deployment model
- Access control procedures (personnel, visitors, vehicles)
- Perimeter security, patrol systems, and surveillance support
- Incident prevention and detection measures
- Integration with existing NYDA security systems

18.3.3 Armed Response Capability

The bidder must demonstrate:

- Availability of a licensed and compliant armed response unit

- 24/7 rapid response capability
 - Defined response times and escalation procedures
 - Coordination with the South African Police Service (SAPS) and other law enforcement agencies
 - Compliance with all applicable firearm control legislation
-

18.3.4 Occupational Health and Safety (OHS)

- Compliance with applicable health and safety legislation
- Implementation of safe working procedures
- Incident and injury reporting protocols
- Provision of Personal Protective Equipment (PPE)
- Emergency preparedness and response measures

18.3.5 Emergency and Business Continuity Plan

- Procedures for unrest, strikes, or civil disturbances
- Response to fire, natural disasters, and infrastructure failures
- Business continuity measures to ensure uninterrupted NYDA operations
- Coordination with emergency services

18.3.6 Communication Plan

- Reliable communication systems between security posts and control room
- Use of radios, mobile communication, and escalation channels
- Incident reporting and command structure
- 24/7 control room operations (where applicable)

18.3.7 Human Resource Allocation and Replacement Plan

- Staffing model and deployment structure
- Shift management and supervision
- Leave and absenteeism management
- Immediate replacement procedures to ensure no disruption in service

18.3.8 Training and Development

- Continuous training programmes aligned with Private Security Industry Regulatory Authority (PSIRA) standards
- Specialized training (VIP protection, crowd control, emergency response)
- Refresher training schedules and competency assessments

18.3.9 Reporting Requirements

Bidders must include sample templates for:

- Monthly security reports
- Incident and occurrence reports
- Risk assessment reports
- Site inspection and audit reports

18.3.10 Security Vehicle Deployment and Patrol Capability

The bidder must demonstrate the availability and effective deployment of security vehicles to support operations, including:

- A sufficient fleet of marked and/or unmarked security vehicles to support site coverage
- 24/7 mobile patrol capability for both inland and coastal regions
- Rapid response vehicles dedicated to emergency incidents and alarm activations
- Clearly defined patrol routes, schedules, and frequency
- GPS tracking systems installed in all operational vehicles for monitoring and accountability
- Two-way communication systems linking vehicles with control rooms and on-site personnel
- Regular vehicle inspections and maintenance plans to ensure operational readiness
- Deployment of supervisors via patrol vehicles to conduct site inspections and ensure compliance

18.4 Compliance with Industry Best Practices

The proposal must demonstrate alignment with recognised security and risk management standards, including but not limited to:

- (Management System for Private Security Operations)
- Risk Management
- Applicable South African security and labour legislation

18.5 Maximum one lot per bidder

A bidder may submit a tender for either Lot 1 or Lot 2. **No single bidder may be awarded more than one Lot under this procurement.**

Accordingly, the Institution shall appoint:

- one (1) Service Provider for Lot 1 – Inland Provincial Region; and
- one (1) **different** Service Provider for Lot 2 – Coastal Provincial Region.

The maximum number of Service Providers to be appointed under this procurement shall therefore be two (2).

- A bidder cannot submit on both Lots.
- This restriction is a material condition of the tender and shall be applied consistently to all bidders.
- For purposes of this condition, a bidder shall include any applicable related entity, joint venture, consortium or other bidding arrangement where the tender conditions or applicable legislation require such entities to be treated as a single bidding interest.

19. ENQUIRIES / COMMUNICATION

19.1 All enquiries regarding this tender must be directed in writing to:

Mr. Mlungisi Xulu
Supply Chain Management Unit Email:
tenders@nyda.gov.za

19.2 All requests for clarification must be submitted in writing and received by the NYDA. 19.3

Telephonic enquiries will not be accepted

20. a SUBMISSION EVALUATION/ADJUDICATION

Submissions will be evaluated in the following four (4) phases:

- Phase 1: Compliance / Eligibility Evaluation
- Phase 2: Technical / Functionality Evaluation

- Phase 3: Site Inspection / Functional Verification
- Phase 4: Price and Preference Evaluation

The evaluation process shall be conducted in accordance with the applicable legislative and regulatory framework, the Institution's approved Supply Chain Management (SCM) policy, the conditions of tender and the evaluation methodology disclosed in this tender document.

The evaluation criteria shall be applied consistently and equally to all bidders.

20.b Regional/Lot Declaration

A bidder must clearly indicate which Lot they are bidding in the Table below:

Regional Lot	Tick Yes
a) Lot 1 – Inland Provincial Region;	
b) Lot 2 – Coastal Provincial Region.	

Bidders are only allowed to select one lot. Bidders who fail to tick a lot or tick more than one lot will be disqualified.

20.1 COMPLIANCE/ELIGIBILITY EVALUATION – Phase 1

NO	DESCRIPTION
PHASE 1 – COMPLIANCE / ELIGIBILITY EVALUATION Phase 1 shall determine whether the bidder has submitted all mandatory documentation and complies with the mandatory requirements specified in the tender. • The mandatory requirements are set out in the Compliance/Eligibility Schedule. • A bidder that fails to meet a mandatory requirement identified in the tender as a disqualifying requirement shall not proceed to the next phase of evaluation, subject to any applicable provisions of the Institution's SCM policy and the applicable legal framework. • All verification requirements shall be conducted in accordance with the tender conditions.	
1	A proof of registration as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ , in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017
2	Proof that the bidder is in good standing with SARS. Such information will be verified through the Central Supply Database (CSD) or using the SARS e-filing pin in the National Treasury, in compliance with instruction note 9 of 2017/2018, prior to the award of the bid.
3	SBD1 - Invitation to bid fully completed and duly signed.
4	SBD 4 - A fully completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non-responsive. NB Bidder must ensure all pages are complete and all questions answered; you are to indicate not applicable (N/A) where appropriate.
5	The bidder must submit a certified letter of good standing from Compensation for Occupational Injuries & Diseases (COIDA), not more than three months
6	The bidder must submit a valid Company's PSIRA certification, and the bidder must submit a valid Letter of Good Standing with PSIRA not more than three months.
7	The bidder must provide proof of a certified liability cover of at least five-million-rand value (R5m) (letters of intent will not be accepted), not more than three months
8	The verification of the Unemployment Insurance Fund will be verified by the NYDA with the Department of Labour before the award, and the non-compliance will result in disqualification

9	The bidder must provide a valid certified Private Security Sector Provident Fund Section 13A Confirmation Letter or supporting document for compliance with the Pension Fund Act (Proof of exemption with PSSPF must be provided if the bidder has an alternative fund), not more than three months
10	Bidder must submit a fully completed price breakdown in line with the PSIRA illustrative direct cost as per the guidelines as per the attached PSIRA Rate Pricing Schedule (Annexure B)
11	Bidder must submit an ICASA license certificate or a valid signed MOU from a service provider with a valid ICASA license for two-way radio.
12	Bidder must submit a lease agreement or utility bill in the name of the bidder as proof of a fully functional and operational control room that provides communication capability between manned posts and the control room.
NO	DESCRIPTION
PHASE 1 – COMPLIANCE / ELIGIBILITY EVALUATION Phase 1 shall determine whether the bidder has submitted all mandatory documentation and complies with the mandatory requirements specified in the tender. - The mandatory requirements are set out in the Compliance/Eligibility Schedule. - A bidder that fails to meet a mandatory requirement identified in the tender as a disqualifying requirement shall not proceed to the next phase of evaluation, subject to any applicable provisions of the Institution's SCM policy and the applicable legal framework. - All verification requirements shall be conducted in accordance with the tender conditions.	
13	Provide proof of company vehicles in a schedule and proof of ownership for the vehicles (certified copy of proof of ownership or Vehicle Registration Certificate, which is also known as the NaTIS document. It must be under the bidder company or its directors.
14	The letter of registration with an accredited health insurance for the guards
	Provide the certified identity copy of the directors of the company on older than three months
15	A submission of one hard copy of the original submission and a soft copy of the original version in a USB
16	A fully completed and signed pricing schedule
17	A bidder must indicate which Lot they are bidding for between lot 1 and lot 2, see paragraph 20 above. NB: A bidder who fails to indicate which Lot they are bidding for will not be considered. Bidders are not allowed to bid for both lots.

NB: Bidders that fail to meet any of these stipulated requirements above will not be considered for the next phase of evaluations.

20.2 TECHNICAL/FUNCTIONALITY EVALUATION – Phase 2

Only bidders that have successfully complied with Phase 1 shall proceed to the functionality evaluation.

The functionality evaluation shall be conducted in accordance with the criteria, sub-criteria, scoring methodology and documentary evidence requirements published in this tender.

The maximum functionality score shall be 100 points. A bidder must achieve a minimum functionality threshold of 70 points out of 100 to proceed to Phase 3 and/or the subsequent evaluation stage, as applicable.

The functionality criteria shall be applied consistently to all bidders.

All claims made by bidders shall be supported by verifiable documentary evidence. The evaluation of the functionality of the proposals will be evaluated as per the criteria contained in the table below:

Category	Sub-Criteria	Total Points	Scoring Criteria	Form of Evidence
Company Experience & References	Sub-Criteria Provision of signed positive reference letters from		Five (5) or more letters = 30 points Four (4) letters = 20 points	Signed reference letters on client letterhead with
	existing/previous clients not older than ten (10) years for similar security services Letters must include scope, duration, value, contact details, and confirmation of satisfactory performance.	30	Three (3) letters = 10 points Two (2) or fewer letters = 0 points	contactable references
Key Personnel – Team Leaders	Team Leaders must hold Grade A or B certification issued by the Private Security Industry Regulatory Authority (PSIRA) and have a minimum of five (5) years' experience in a supervisory/team leader role	20	Fully compliant (meets qualification and experience requirements) = 20 points Partially compliant (either qualification or experience missing) = 10 points Not compliant = 0 point	Certified PSIRA certificates and detailed CVs clearly indicating experience
Project Implementation Plan & Methodology	Detailed and practical project implementation plan aligned to Section 18 (Proposal Content), including: risk assessment, deployment, armed response, vehicle deployment, communication, contingency, and reporting	20	All required elements comprehensively addressed = 20 points At least six (6) elements adequately addressed = 10 points Less than six (6) elements addressed = 0 points	Detailed Technical Proposal
Armed Response & Tactical Capability	Availability of licensed armed response unit, tactical team, response times, escalation procedures, and coordination with South African Police Service (SAPS)	10	Fully compliant (24/7 capability, defined response times, trained personnel) = 10 Partially compliant = 5 Not provided = 0	Proof of firearm compliance, SOPs, training records, operational plan

Fleet & Control Room Capability	Availability of security vehicles, patrol capability, GPS tracking, and operational control room	10	Fully compliant (fleet, GPS, 24/7 control room, communication systems) = 10 Partially compliant = 5 Not provided = 0	Vehicle schedule, NaTIS documents, control room proof, photos, SOPs
Company Ownership (Transformation Objectives)	Evaluation of ownership in line with public sector transformation objectives	10	The overall points to be claimed will be as follows: Ownership by Youth = 10 Ownership by Women = 5 Ownership by persons with disability = 5 The points will be allocated based on the %ownership as indicated on the bidder's CIPC document. Where points are claimed for ownership by persons with disability	CIPC documents or CSD report
			proof in the form of a doctor's letter is to be provided if not indicated on CSD.	

Important Notes

- **Bidders must score a minimum of 70 points to be considered for further evaluation (Price and Preference).**
- The evaluation will be conducted in line with public sector procurement principles of fairness, transparency, competitiveness, and cost-effectiveness.
- All claims made by bidders must be supported by verifiable documentary evidence.
- The NYDA reserves the right to verify all submitted information, including contacting references.

21. SITE INSPECTION – PHASE 3 (FUNCTIONAL VERIFICATION)

This phase applies only to bidders who have successfully passed **Phase 2 (Functionality Evaluation)**.

The purpose of this phase is to verify the **actual operational capability** of the bidder's security infrastructure, personnel readiness, and service delivery systems.

21.1 SITE INSPECTION REQUIREMENTS

REQUIREMENTS	YES	NO
a) A fully functional control room operating 24 hours a day, 7 days a week	☐	☐
b) Installed and operational communication systems, including PTT/base radios and landline communication with all sites	☐	☐
c) Emergency contact list (e.g. SAPS, fire, ambulance, management) clearly displayed on control room walls	☐	☐

d) Operational computers, laptops, or monitoring screens used for security operations, reporting, and dispatch	☐	☐
e) Security vehicles equipped with functioning communication systems linked to the control room (e.g. radios, mobile communication devices)	☐	☐
f) Security uniforms compliant with industry standards, including rain suits and reflective safety wear	☐	☐

21.2 BEST PRACTICE OPERATIONAL VERIFICATION ENHANCEMENTS

In addition to the above requirements, the NYDA may conduct further verification to ensure true operational capability:

21.2.1 Live Communication Demonstration

Bidders may be required to demonstrate real-time communication capability, including:

- Radio communication between control room, vehicles, and deployed guards
- Simulated incident call-out and response testing
- Verification of communication clarity, response time, and coverage

21.2.2 Security Vehicle Inspection Checklist

All declared or operational security vehicles may be physically inspected for:

- Functional GPS tracking systems
- Operational two-way communication devices
- Roadworthiness and general condition
- Security branding (where applicable or approved)
- Emergency equipment (e.g. torches, first aid kits where applicable)
- Allocation to specific sites or patrol routes

21.2.3 Control Room Operational Log Review

The bidder's control room may be assessed through review of:

- Incident and occurrence books
- Dispatch and response logs
- Patrol monitoring records
- Visitor and access control registers
- Shift handover and supervisor reports
- Evidence of 24/7 monitoring operations

21.3 EVALUATION RULES

21.3.1 This phase shall be evaluated on a **strict pass/fail basis**.

21.3.2 Bidders must comply with **all listed requirements** to pass this phase.

21.3.3 Failure to comply with any one (1) requirement will result in **automatic disqualification** from further evaluation.

21.4 IMPORTANT NOTES

The NYDA reserves the right to conduct **unannounced or scheduled physical inspections** at the bidder's operational premises.

This phase is intended to verify **actual operational capacity**, not only documentation or declared capability.

National Youth Development Agency (NYDA)

Any misrepresentation, false declaration, or inability to demonstrate capability will result in **immediate disqualification**.

Only bidders who pass this phase will proceed to **Price and Specific Goals (Phase 4)**.

22. PRICE AND SPECIFIC GOALS (PHASE 4)

22.1 PRICING SCHEDULE

Only bidders that have successfully completed the preceding phases shall proceed to the Price and Preference Evaluation.

Price and preference points shall be calculated in accordance with the applicable preference-point system specified in the tender document and the applicable Preferential Procurement Regulations.

The applicable preference-point system, specific goals, number of points allocated to each specific goal and acceptable proof shall be disclosed in the tender document prior to the closing date.

The final evaluation score shall be determined by combining the applicable price points and preference points in accordance with the prescribed methodology.

Each Lot shall be evaluated separately.

Accordingly:

- Lot 1 shall have a separate final ranking; and
- Lot 2 shall have a separate final ranking.

Provincial/Lot 1 Region				
NO.:	BRANCH	GRADE C	Monthly Rate	TOTAL Excl VAT
1.	Tshwane	2 X Guards		
2.	Johannesburg	2 X Guards		
3.	Sedibeng	2 X Guards		
4.	West Rand	2 X Guards		
5.	Polokwane	2 X Guards		
6	Tzaneen	2 X Guards		
7.	Waterberg	2 X Guards		
8.	Thulamela	2 x Guards		
9.	Rustenburg	2 X Guards		
10.	Dr RS Mompoti	2 X Guards		
11.	Dr KK Kaunda	2 X Guards		
12.	Nelspruit	2 X Guards		
13.	Secuda	2 X Guards		
14.	Witbank	2 X Guards		

15.	Bohlabelo	2 X Guards		
16.	Bloemfontein	2 X Guards		
17.	Thabo Mofutsanyane- Bethlehem	2 X Guards		
18.	Lejweleputswa	2 X Guards		
TOTAL EXCLUDING VAT Monthly				
TOTAL EXCLUDING VAT (12 months)				
EMERGENCY SECURITY SERVICES			R500 000,00	
SUBTOTAL EXCLUDING VAT				
VAT				
TOTAL INCLUDING VAT				
EMERGENCY SECURITY SERVICES				
		AREA 1	AREA 2	AREA 3
HOURLY RATE				

Provincial/Lot 2 Region				
NO.:	BRANCH	GRADE C	Monthly Rate	TOTAL Excl VAT
1.	Kimberly	2 X Guards		
2.	John Taolo Gaetsewe -Kuruman	2 x Guards		
3.	Port Elizabeth	2 x Guards		
4.	East London (2 are for night shift)	4 x Guards		
5.	OR Tambo	2 x Guards		
6	Alfred Nzo	2 x Guards		
7.	Sarah Baartman	2 x Guards		
8.	Chris Hani	2 x Guards		
9.	Cape Town	2 x Guards		
10.	George	2 x Guards		
11.	Durban	2 x Guards		
12.	Empangeni	2 x Guards		
13.	Uthukela	2 x Guards		
14.	Ugu	2 x Guards		

Provincial/Lot 2 Region				
NO.:	BRANCH	GRADE C	Monthly Rate	TOTAL Excl VAT
15.	Umkhanyakude	2 x Guards		
16.	Umgungundlovu	2 x Guards		
17.	Harry Gwala	2 x Guards		
TOTAL EXCLUDING VAT Monthly				
TOTAL EXCLUDING VAT (12 months)				
EMERGENCY SECURITY SERVICES			R500 000,00	
SUBTOTAL EXCLUDING VAT				
VAT				
TOTAL INCLUDING VAT				
EMERGENCY SECURITY SERVICES				
		AREA 1	AREA 2	AREA 3
HOURLY RATE				

28.1 Price instruction

Pricing should include VAT and must be in South African Rand.

- a) Bidder must price according to PSIRA Rates failure to do so will result in disqualification;
- b) Breakdown on PSIRA rates must be provided as per **Annexure B**;
- c) Labour rates must comply with all the relevant legislation. Should there be any element of unfair labour practice, NYDA reserves the right to disqualify the bidder or terminate the contract;
- d) Bidders must provide separate labour rate for guarding of the branch after operating hours due to emergencies, including when the branch electronic intrusion detection is not functional;
- e) **Price quoted should be for 1 year;**
- f) Price must be in line with a grade "C" guard's rate;
- g) The tender documents must be completed in non-erasable ink;
- h) The use of correction fluid/tape is not permitted;
- i) All pricing should include VAT and must be in South African Rand;
- j) Prices tendered must be valid for 120 days;
- k) Posting of guards outside operating hours when the need arises must be quoted separately, guided by PSIRA rates;
 - Bidders are to bring the total amount from the pricing schedules above to the final summary;

23 SPECIAL CONDITIONS

- a) NYDA is not bound to accept any of the bids submitted.
- b) NYDA reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.
- c) The cost of preparing of bids will not be reimbursed.

- d) The security officer must have no criminal records under his/her name, (proof of police clearance will be requested). Documents submitted on time by bidders shall not be returned and shall remain the property of the NYDA.
- e) The NYDA holds the right to screen (and interview) the security officers supplied to render the service within seven (7) days after commencement of the service. NYDA also holds the right to verbally request an immediate replacement should the security officer not meet the criteria or perform to the accepted standard. Thereafter the service provider will be allowed 48 hours to replace poorly performing personnel or initiate (in agreement with the NYDA) an up-skilling process to train the relevant employee to a suitable level of performance.
- f) The NYDA retains the right to decline appointed officials who have failed to comply based on the abovementioned conditions.
- g) The NYDA retains the right to ascertain from PSIRA as to whether the supervisors and security officers are in good standing with PSIRA.
- h) The NYDA reserves the right to select the appropriate bidder based on its requirements. The decision of the adjudication committee and the CEO of the NYDA will be considered final.
- i) Appointed provider will be required to submit CVs of the personnel to be deployed in all branches and district before commencing with the work.

24 REVIEW PROCESS

- a) In order to evaluate and adjudicate bids effectively, it is imperative that bidders submit responsive bids. To ensure a bid will be regarded as responsive, it is imperative to comply with all conditions pertaining to the bid and to complete all the mandatory fields and questionnaires.
- b) Documents submitted on time by bidders shall not be returned and shall remain the property of the NYDA.
- c) All bids duly lodged will be evaluated in accordance with the evaluation criteria.
- d) NYDA may require presentations from short-listed bidders as part of the bid process

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
.....
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for: (a) Price; and
(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **“price”** means an amount of money tendered for goods or services, and includes

all applicable taxes less all unconditional discounts;

(c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$PPPP-PP$ mmmmmm)

$$P = 80 (1 - P_{\min})$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

$P_{\min}$ = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$P-P_{\min}$

$$P = 80 (1 + P_{\min})$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

$P_{\max}$ = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.) The overall points to be claimed will be as follows:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Ownership by Women = 5	05	
Ownership by persons with disability = 5	05	
Ownership by Youth = 10	10	

The points will be allocated based on the %ownership as indicated on the bidder's CIPC document. Where points are claimed for ownership by persons with disability proof in the form of a doctor's letter is to be provided if not indicated on CSD.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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33. National Industrial Participation Programme (NIPP) General Conditions of Contract

1. Definitions - The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

- 1.4** "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5** "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6** "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7** "Day" means calendar day.
- 1.8** "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9** "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10** "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11** "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12** "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13** "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14** "GCC" means the General Conditions of Contract.
- 1.15** "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16** "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are

inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

- 1.17** "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18** "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19** "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20** "Project site," where applicable, means the place indicated in bidding documents.
- 1.21** "Purchaser" means the organization purchasing the goods.
- 1.22** "Republic" means the Republic of South Africa.
- 1.23** "SCC" means the Special Conditions of Contract.
- 1.24** "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25** "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application -

- 2.1** These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2** Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3** Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General –

- 3.1** Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2** With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from

the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards -

- 4.1** The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of - contract documents and information; inspection.

The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2** The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3** Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4** The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent - rights

- 6.1** The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance - security

- 7.1** Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2** The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3** The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests – and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing -

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and - documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance -

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation - 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services - 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- 14.1.1 performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- 14.1.2 furnishing of tools required for assembly and/or maintenance of the supplied goods;
- 14.1.3 furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- 14.1.4 performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- 14.1.5 training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts - 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:

- (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty -

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment -

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices -	17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
27 Contract – be Amendments concerned.	18.1 No variation in or modification of the terms of the contract shall made except by written amendment signed by the parties
19. Assignment -	19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
20. Subcontracts -	20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
21. Delays in the –	21.1 Delivery of the goods and performance of services shall be made by

supplier's performance the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties -

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination – for default **23.1** The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information: (i) the name and address of the supplier and / or person restricted by the purchaser; (ii) the date of commencement of the restriction (iii) the period of restriction; and (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of

Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping –

24.1 When, after the date of bid, provisional payments are required, or **and countervailing** antidumping or countervailing duties are imposed, or the amount of a **duties and rights** provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure - 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination – insolvency 26.1 The purchaser may at any time terminate the contract by giving **for** written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of – 27.1 If any dispute or difference of any kind whatsoever arises between the

Disputes

purchaser and the supplier in connection with or arising out of the contract,
the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation – the of liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing – other language

29.1 The contract shall be written in English. All correspondence and documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law -

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices -

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties - 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National - Industrial Participation (NIP) Programme 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

General Conditions of Contract (revised February 2008)

ILLUSTRATIVE PRICING GUIDE

PLEASE NOTE THAT THIS IS PURELY A GUIDE AND IS DISTRIBUTED WITHOUT PREJUDICE

Effective as from 1 March 2023

THIS SCHEDULE IS VALID FROM 1 MARCH 2025 UNTIL 28 FEBRUARY 2026

(Based on the average month, 12 hour shifts every day or night of such month at a site)

AREA 3 (RURAL)

Description	Explanation	Grade			Calculations
		A	B	C/D/E	
MONTHLY SALARY	Clause 4(7)(b) of NBCPSS Main Agreement	6 672.00 32.0769	6 256.00 30.0769	6 256.00 30.0769	PROMULGATED monthly salary Hourly equivalent wage (NOT FOR SALARY CALCULATION)
Ordinary time:	i) Primary Sec Officer	6 672.00	6 256.00	6 256.00	Monthly salary as per NBCPSS Main
	ii) *Relief Sec Officer	3 336.00	3 128.00	3 128.00	Agreement hr x 24 x 4.333
Sunday pay premium	4.333 weeks p/m @ X1.5	2	2 346.00	360.92	12 x 4.333 x hr x 1.5 (Sunday rate)
Public holiday premium	1 shift p/m average	502.00	-	346.00	hr x 12 (1 x portion already incl. in basic salary)
Security officer premium allowance	R0.00 Fixed figure per month	384.92	541.38	360.92	Absorbed into basic salary
Leave provision	21 consecutive days leave	-	360.92	-	(hr x 144 / 12 * 1.5 (reliever) (+ 3 extra days after 2 years))
Sick Leave	24 shifts per 3 year cycle	577.38	270.69	541.38	(hr x 12 x 4 x 6 / 36 * 1.5 (reliever)
Study leave	6 days per annum	384.92	225.58	360.92	((hr x 12 x 6) / 12) x 1.5 (reliever)
Family responsibility leave	5 days per annum	288.69	212.92	270.69	((hr x 12 x 5) / 12) x 1.5 (reliever)
Night shift allowance	7 Rand, p/night shift worked	240.58	12.50	782.00	(365 / 12) x 6 OMIT IF FOR DAY SHIFT
Long service bonus (5 years average)		212.92	14 496.92	212.92	Monthly salary / 12 x 1.5 (reliever)
Statutory annual bonus		12.50		12.50	Monthly salary / 12 x 1.5 (reliever)
SUB TOTAL	500 over 60 months	834.00		782.00	A
	Monthly salary	15 445.92		14 496.92	(Total income: Primary + reliever) x 1%
UIF	1 % of remuneration	154.92	145.43	145.43	Including reliever
Hospital cover	R172.50 Per month	258.75	258.75	258.75	Fund Salary X 7.5% x 1.5 (reliever)
Provident fund	7.5 % of Fund Salary	750.60	703.80	703.80	(Total income: Primary + reliever) x 3.71%
COVID/WCA	2.65 % of remuneration	410.55	385.40	385.40	Including reliever
Bargaining Council Levy	7 Rand	10.50	10.50	6.00	Including reliever (variable according to company size)
PSIRA "per SO" fee	4.00 Rand (average)	6.00		340.63	(Rand value + reliever(50%) / 12 [increased by 5%])
Sets of uniform	2725 Rand p/p p.a	340.63	145.43	340.63	(Total income: Primary + reliever) x 1%
Training	1 % of remuneration (SDL)	154.92	46.50	145.43	Allowance x 1.5 (reliever)
Cleaning Allowance	31 Rand p/m	46.50		46.50	B
TOTAL DIRECT COST		17 579.29	16 539.36	16 539.36	B x 40% (Economy of Scale rule applies)
Share of overheads	40 % of direct cost	7 031.72	6 615.74	6 615.74	C
TOTAL COST PER MONTH		24 611.00	23 155.10	23 155.10	

NOTE:

1. Excludes profit and VAT

2. Rates used are in terms of the Schedule to the Main Agreement of the National Bargaining Council for the Private Security Sector.
rates & taxes, registers, security aids, occupational health and safety compliance, management and supervision and statutory fees payable.

7. For Health Insurance, the employer shall be entitled to charge a 5% administration fee based on the premium of the additional dependents. The security officer's premium shall be excluded from the 5% administration fee.

AREA 1 & 2 COMPRISES

Magisterial districts of Alberton, Bellville, Benoni, Boksburg, Bloemfontein, Brakpan, Camperdown, Chatsworth, Durban, East London, Germiston, Goodwood, Inanda, Johannesburg, Kempton Park, Kimberley, Klerksdorp, Krugersdorp, Kullsvivier, Mitchell's Plain, Nigel, Oberholzer, Paarl, Pietermaritzburg, Pinetown, Port Elizabeth, Pretoria, Randburg, Randfontein, Roodepoort, Sasolburg, Simon's Town, Somerset West, Springs, Stellenbosch, Strand, The Cape, Uitenhage, Vanderbijlpark, Vereeniging, Westonaria, Wonderboom and Wynberg.

RvZ

AREA 3 COMPRISES

All other magisterial districts.

ILLUSTRATIVE PRICING GUIDE

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3. This is an illustrative pricing guide and SASA will not be held responsible in respect of your reliance on the accuracy of the aforesaid information.
 4. Maternity benefits of 34% over a period of four months not included in the pricing structure.
 5. *Relief Security officer* is a permanent employee
 6. Share of overheads includes inter alia, liability and other insurance, payroll and admin., control centre, transport costs (vehicles, maintenance and fuel), fixed infrastructure,

Effective as from 1 March 2026

THIS SCHEDULE IS VALID FROM 1 MARCH 2026 UNTIL 28 FEBRUARY 2027

(Based on the average month, 12 hour shifts every day or night of such month at a site)

AREA 1 & AREA 2 (URBAN)

Description	Explanation	Grade			Calculations	
		A	B	C/D/E		
MONTHLY SALARY		8 184.00	7 607.00	7 003.00	PROMULGATED monthly salary	
	Clause 4(7)(b) of NBCPSS Main Agreement	39.3462	36.5721	33.6683	Hourly equivalent wage (NOT FOR SALARY CALCULATION)	
Ordinary time:	i) Primary Sec Officer	4 shifts per week (48 hrs)	8 184.00	7 607.00	7 003.00	Monthly salary as per NBCPSS Main
	ii) *Relief Sec Officer	2 shifts per week (24 hrs)	4 092.00	3 803.50	3 501.50	Agreement hr x 24 x 4.333
Sunday pay premium		4.333 weeks p/m @ X1.5	3	2 852.63	438.87	12 x 4.333 x hr x 1.5 (Sunday rate)
Public holiday premium		1 shift p/m average	069.00	-		hr x 12 (1 x portion already incl. in basic salary)
Security officer premium allowance		R0.00 Fixed figure per month	472.15	658.30		Absorbed into basic salary
Leave provision		21 consecutive days leave	-	438.87		(hr x 144 /12 * 1.5 (reliever) (+ 3 extra days after 2 years)
Sick Leave		24 shifts per 3 year cycle	708.23	329.15		(hr x 12 x 4 x 6 / 36 * 1.5 (reliever)
Study leave		6 days per annum	472.15	274.29		(hr x 12 x 6) / 12) x 1.5 (reliever)
Family responsibility leave		5 days per annum	354.12	243.33		((hr x 12 x 5) / 12) x 1.5 (reliever)
Night shift allowance		8 Rand, p/night shift worked	295.10	12.50	950.88	(365 / 12) x 6 OMIT IF FOR DAY SHIFT
Long service bonus (5 years average)			243.33	17 609.30		Monthly salary / 12 x 1.5 (reliever)
Statutory annual bonus			12.50			Monthly salary / 12 x 1.5 (reliever)
SUB TOTAL						
		500 over 60 months	12.50			
		Monthly salary	1 023.00			875.38
			18 925.58			16 231.43

rates & taxes, registers, security aids, occupational health and safety compliance, management and supervision and statutory fees payable.

7. For Health Insurance, the employer shall be entitled to charge a 5% administration fee based on the premium of the additional dependents. The security officer's premium shall be excluded from the 5% administration fee.

AREA 1 & 2 COMPRISES

Magisterial districts of Alberton, Bellville, Benoni, Boksburg, Bloemfontein, Brakpan, Camperdown, Chatsworth, Durban, East London, Germiston, Goodwood, Inanda, Johannesburg, Kempton Park, Kimberley, Klerksdorp, Krugersdorp, Kuilsrivier, Mitchell's Plain, Nigel, Oberholzer, Paarl, Pietermaritzburg, Pinetown, Port Elizabeth, Pretoria, Randburg, Randfontein, Roodepoort, Sasolburg, Simon's Town, Somerset West, Springs, Stellenbosch, Strand, The Cape, Uitenhage, Vanderbijlpark, Vereeniging, Westonaria, Wonderboom and Wynberg.

AREA 3 COMPRISES

All other magisterial districts.

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NATIONAL BARGAINING COUNCIL

FOR THE PRIVATE SECURITY SECTOR

400 Central Office Park, Block A, 16th Road, Randjespark, Midrand

Tel: 010 800-2321

ILLUSTRATIVE PRICING GUIDE

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UIF	1 % of remuneration	189.74	176.57	162.79	(Total income: Primary + reliever) x 1%
Hospital cover	R172.50 Per month	258.75	258.75	258.75	Including reliever
Provident fund	7.5 % of Fund Salary	920.70	855.79	787.84	Fund Salary X 7.5% x 1.5 (reliever)
COID/WCA	2.65 % of remuneration	502.80	467.92	431.40	(Total income: Primary + reliever) x 3.71%
Bargaining Council Levy	9.4 Rand	14.10	14.10	14.10	Including reliever
PSIRA "per SO" fee	5.00 Rand (average)	7.50	375.00	7.50	Including reliever (variable according to company size)
Sets of uniform	3000 Rand p/p p.a	375.00	176.57	375.00	(Rand value + reliever(50%) / 12 [increased by 5%]
Training	1 % of remuneration (SDL)	189.74	48.00	162.79	(Total income: Primary + reliever) x 1%
Cleaning Allowance	32 Rand p/m	48.00		48.00	Allowance x 1.5 (reliever)
TOTAL DIRECT COST		21 431.90	19 989.50	18 479.61	B B x 40% (Economy of Scale rule applies)
Share of overheads	40 % of direct cost	8 572.76	7 995.80	7 391.84	
TOTAL COST PER MONTH		30 004.67	27 985.31	25 871.45	C

NOTE:

1. Excludes profit and VAT

2. Rates used are in terms of the Schedule to the Main Agreement of the National Bargaining Council for the Private Security Sector.

3. This is an illustrative pricing guide and SASA will not be held responsible in respect of your reliance on the accuracy of the aforesaid information.

4. Maternity benefits of 34% over a period of four months not included in the pricing structure.

5. "Relief Security officer" is a permanent employee

6. Share of overheads includes inter alia, liability and other insurance, payroll and admin, control centre, transport costs (vehicles, maintenance and fuel), fixed infrastructure,

Effective as from 1 March 2026

THIS SCHEDULE IS VALID FROM 1 MARCH 2026 UNTIL 28 FEBRUARY 2027

(Based on the average month, 12 hour shifts every day or night of such month at a site)

AREA 3 (RURAL)

Description	Explanation	Grade			Calculations
		A	B	C/D/E	
MONTHLY SALARY	Clause 4(7)(b) of NBCPSS Main Agreement	7 142.00 34.3365	6 726.00 32.3365	6 726.00 32.3365	PROMULGATED monthly salary Hourly equivalent wage (NOT FOR SALARY CALCULATION)

rates & taxes, registers, security aids, occupational health and safety compliance, management and supervision and statutory fees payable.

7. For Health Insurance, the employer shall be entitled to charge a 5% administration fee based on the premium of the additional dependents. The security officer's premium shall be excluded from the 5% administration fee.

AREA 1 & 2 COMPRISES

Magisterial districts of Alberton, Bellville, Benoni, Boksburg, Bloemfontein, Brakpan, Camperdown, Chatsworth, Durban, East London, Germiston, Goodwood, Inanda, Johannesburg, Kempton Park, Kimberley, Klerksdorp, Krugersdorp, Kullsrivier, Mitchell's Plain, Nigel, Oberholzer, Paarl, Pietermaritzburg, Pinetown, Port Elizabeth, Pretoria, Randburg, Randfontein, Roodepoort, Sasolburg, Simon's Town, Somerset West, Springs, Stellenbosch, Strand, The Cape, Uitenhage, Vanderbijlpark, Vereeniging, Westonaria, Wonderboom and Wynberg.

AREA 3 COMPRISES

All other magisterial districts.

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Ordinary time:	i) Primary Sec Officer	4 shifts per week (48 hrs)	7 142.00	6 726.00	6 726.00	Monthly salary as per NBCPSS Main
	ii) *Relief Sec Officer	2 shifts per week (24 hrs)	3 571.00	3 363.00	3 363.00	Agreement hr x 24 x 4.333
Sunday pay premium		4.333 weeks p/m @ X1.5	2	2 522.25	388.04	12 x 4.333 x hr x 1.5 (Sunday rate)
Public holiday premium		1 shift p/m average	678.25	-	522.25	hr x 12 (1 x portion already incl. in basic salary)
Security officer premium allowance		R0.00 Fixed figure per month	412.04	582.06	388.04	Absorbed into basic salary
Leave provision		21 consecutive days leave	-	388.04	-	(hr x 144 / 12 * 1.5 (reliever) (+ 3 extra days after 2 years)
Sick Leave		24 shifts per 3 year cycle	618.06	291.03	582.06	(hr x 12 x 4 x 6 / 36 * 1.5 (reliever)
Study leave		6 days per annum	412.04	242.52	388.04	((hr x 12 x 6) / 12) x 1.5 (reliever)
Family responsibility leave		5 days per annum	309.03	243.33	291.03	((hr x 12 x 5) / 12) x 1.5 (reliever)
Night shift allowance		8 Rand, p/night shift worked	257.52	12.50	840.75	(365 / 12) x 6 OMIT IF FOR DAY SHIFT
Long service bonus (5 years average)			243.33	15 599.52	243.33	Monthly salary / 12 x 1.5 (reliever)
Statutory annual bonus		500 over 60 months	12.50		12.50	Monthly salary / 12 x 1.5 (reliever)
SUB TOTAL		Monthly salary	892.75		840.75	A
			16 548.52		15 599.52	(Total income: Primary + reliever) x 1%
UIF		1 % of remuneration	165.97	156.48	156.48	Including reliever
Hospital cover		R172.50 Per month	258.75	258.75	258.75	Fund Salary X 7.5% x 1.5 (reliever)
Provident fund		7.5 % of Fund Salary	803.48	756.68	756.68	(Total income: Primary + reliever) x 3.71%
COID/WCA		2.65 % of remuneration	439.81	414.66	414.66	Including reliever
Bargaining Council Levy		9.4 Rand	14.10	14.10	7.50	Including reliever (variable according to company size)
PSIRA "per SO" fee		5.00 Rand (average)	7.50		375.00	(Rand value + reliever(50%) / 12 [increased by 5%])
Sets of uniform		3000 Rand p/p p.a	375.00	156.48	375.00	(Total income: Primary + reliever) x 1%
Training		1 % of remuneration (SDL)	165.97	48.00	156.48	Allowance x 1.5 (reliever)
Cleaning Allowance		32 Rand p/m	48.00		48.00	B
TOTAL DIRECT COST			18 827.08	17 787.16	17 787.16	B x 40% (Economy of Scale rule applies)
Share of overheads		40 % of direct cost	7 530.83	7 114.86	7 114.86	C
TOTAL COST PER MONTH			26 357.92	24 902.02	24 902.02	

NOTE:

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5. *Relief Security officer* is a permanent employee
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rates & taxes, registers, security aids, occupational health and safety compliance, management and supervision and statutory fees payable.

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AREA 1 & 2 COMPRISES

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RvZ

AREA 3 COMPRISES

All other magisterial districts.

